Library Lab 501 - Archives and Special Collections Class Request Tool Development

We continue to make progress on our project to create a Class Request Tool (CRT) for instructors and staff teaching collaboratively in archives and special collections. In the three months following our second progress report we have:

- Made major refinements and improvements to the tool in its development environment;
- Shifted Houghton Library's classroom calendars into Google Calendars within the g.harvard.edu instance
- Integrated a location for g.harvard Google calendars with the CRT so that all repositories wanting to make their classroom schedules visible to instructors can do so
- Entered the final stages of contracting with Atlas system for an add-on to the Aeon circulation system that will integrate with the CRT. This add-on will be available to all Aeon users at no cost so that those who adopt the CRT will be able to readily integrate it with Aeon circulation
- Created staff and user documentation
- Held 2 open meetings for Archives and special collections staff across Harvard to invite increased participation in the system
- Met two more times with participating members of other Special Collections and Archives repositories at Harvard to collaboratively review and refine the tool in its development environment
- Held two training sessions for staff planning to use the tool during the soft launch phase (September-December 2013)
- Scheduled an informational meeting and demonstration at the HCL/FAS Service for Academic Programs staff meeting in mid-September.

We will "soft launch" the CRT at in the beginning of September, encouraging instructors and staff to add "real live" classes into the system. We will continue to see the system as "in Beta" through the fall, soliciting feedback and regularly refining the system in anticipation of a "hard launch" in early 2014.

Financial Update:
All the funding this project went to the Berkman Center for Internet and Society. We believe that majority of the fundamental development work for this project will be complete by 10/31. As mentioned above, Berkman will be sub-contracting with Atlas Systems for a custom add-on to the Aeon circulation system. This transaction is on track to have the contract finalized and work begun well before 10/31. However, final work product from Atlas may not be delivered within that timeframe. We are likely to apply for "showcase year" extension to greatly enhance the overall user-interface; refine the assessment and reporting system based on actual user experience and feedback; and package it a desirable, easily adopted product for other institutions that have already begun to express interest.